



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 05-1, Compensatory Time for Travel

Date: February 16, 2005

To: Holders of the Time and Attendance Instructions Procedure  
Agency Personnel Offices  
Personnel Officers  
Personnel Users Groups  
T&A Contact Points

Effective January 28, 2005, the Office of Personnel Management (OPM) issued interim regulations to implement a new compensatory time off provision established by section 203 of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, October 30, 2004). The provisions of this act establish a new form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

#### **New Transaction Code (TC)/Prefix Combinations**

As a result of this change, the following TC/prefix combinations have been added to the Payroll/Personnel System to record earned and used compensatory time for travel.

- **TC 32, Prefix 78, Compensatory Travel Earned.** This TC is used to record the hours of overtime earned for travel during uncompensated non-work hours.
- **TC 64, Prefix 78, Compensatory Travel.** This TC is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balance.

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. The National Finance Center will automatically delete any balances after 26 pay periods.

**Note:** Compensatory time for travel is prohibited for all wage grade, Senior Executive Service, and Senior Foreign Service employees. In addition, Department of Justice attorneys (Occupational Series 0905 and 1222) are also prohibited from earning compensatory time for travel.

For TC entry instructions, refer to Title I, Chapter 7, Section 5, System for Time and Attendance Reporting (STAR) 4.0 Web-Based Version.

### **Compensatory Time for Travel Balances**

Compensatory time for travel is displayed in the Information Research Inquiry System (IRIS) on IRIS Program 139, Compensatory Leave & Rate, with a zero value in the rate field. However, there is no separate field for the compensatory time for travel total balance. Therefore, this balance is included with the regular compensatory time hours in the Total Current Balance field.

Additionally, a separate line will be displayed in the Earnings and Deductions portion of the employee's Statement of Earnings and Leave and the Employee Personal Page to reflect compensatory time for travel accrual and usage information. Compensatory time for travel balance information, however, will be combined with the regular compensatory time balance.

### **Changes in Time Inquiry - Leave Update System (TINQ)**

These new TC/prefix combinations are effective with the Time and Attendance Reports (T&A) submitted for Pay Period 3 (February 6-19, 2005). Timekeepers may begin entering Pay Period 3 data in STAR Web on February 16 or later. Any compensatory time used while in travel status that is earned from January 28 through February 5, 2005 (end of Pay Period 2) must be tracked manually by timekeepers for entry in TINQ. The system changes in TINQ will not be implemented in Pay Period 3, but are expected in the near future. Agencies will be advised when the Pay Period 2 entries may be entered through TINQ. **Note:** A corrected T&A should **not** be submitted for Pay Period 2, 2005, to record compensatory time for travel. Agencies should enter any adjustments to this leave type in TINQ after the system has been modified to include compensatory time for travel. Corrected T&A's will be accepted to record compensatory time for travel for Pay Period 3 or later.

### **OPM's Interim Regulations**

Compensatory time for travel rules provide a number of definitions and conditions including "travel" and "travel status," which individuals must meet to be eligible for this new form of time off from work. To obtain this information, refer to OPM's regulations (5 CFR Part 550, RIN: 3206-AK74).

Additionally, OPM has posted a series of Questions and Answers regarding this subject on their Web site under CPM-2005-03. To view this information, go to <http://www.opm.gov/oca/compmemo/2005/2005-03.asp>.

No changes will be made to STAR Version 1.02.

### **Payroll/Personnel Procedures**

Title I, Chapter 7, Section 1, Time and Attendance Instructions, which is available online at the NFC Web site, has been updated to include the information in this bulletin. The

**Latest Update Information** section at the beginning of this procedure provides a summary of the update. To view and/or print this procedure, go to the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List By Title/Chapter** and search for the Time and Attendance Instructions procedure on the list provided.

Please refer questions about Time and Attendance processing to the Payroll Operations Branch at **504-255-4630**.



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